

Volunteer Agreement and Guidelines

The Agency Agrees: *(Insert name of agency)*

1. To comply with the policies of the agency relating to all volunteer activities.
2. To provide a volunteer coordinator or agency staff person responsible for the selecting and supervision of volunteers.
3. To offer an orientation to the agency as well as position specific training.
4. To provide training that will emphasize the importance of personal safety in all phases of volunteer activities.
5. To provide the same space, equipment, working conditions and privileges as given to paid staff that are doing similar work. *Do not make any promises here that you cannot keep.*
6. To review volunteer performance on a regular basis (annually, semi-annually, quarterly, at the end of a project?); to keep an account of volunteer hours; and provide a letter of recommendation when requested.
7. To give volunteers an opportunity to meet regularly with agency administrators.

The Volunteer Agrees:

1. To accept the guidance and decisions of the Volunteer Coordinator or staff assigned.
2. To adhere to all the policies and procedures relating to safety while performing volunteer duties.
3. To carry out duties promptly and reliably.
4. To use space and equipment only for work assigned and only at authorized times.
5. To maintain the dignity and integrity of the agency with the public and honor confidential information.
6. To accept evaluation and notify the agency in writing (with appropriate notice) of extended leave or resignation.
7. To understand the function of the paid staff, maintain a smooth working relationship with them, and stay within the bounds of volunteer responsibility.
8. To participate in meetings with agency.

Printed Name of Volunteer: _____

Signature of Volunteer: _____

Printed Name of Agency Staff: _____

Signature of Agency Staff: _____

Date: _____

*Adapted from Project TAHS Webinar: Volunteer Recruitment and Retention, June 2004.
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Kentucky Commission on Community Volunteerism and Service

www.volunteerKY.ky.gov

